

# Contents

---

About This Book.....	i
Authority .....	ii
Definitions.....	iii – iv
Legal Considerations.....	v
General Guidelines .....	vi
Signatures Page.....	vii

---

General Retention Schedule .....	GS 1 – 7
----------------------------------	----------

---

Appendix A:	
Request and Authorization for Records Disposal form	

# MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULES

Schedule for: **GENERAL SCHEDULE** (Applies to all offices)

Record Series Title and Description	Retention and Disposition	Citation/Comments
<p>1 CORRESPONDENCE: PROGRAM/POLICY Incoming and outgoing letters, memoranda, and e-mail pertaining to the formulation, planning, and implementation of the mission, policies, programs, operations, and projects are prime candidates for permanent retention. Records with permanent value include, but are not limited to: records documenting municipal policy; records documenting the policy process; records that document how the municipality is organized and how it functions; its pattern of action and decision-making; its policies, procedures, and achievements; and that serve to substantiate accountability.</p>	Permanent	Recommend keeping the most recent 3 years in the office; after that may be transferred to a permanent storage facility
<p>2 CORRESPONDENCE: ROUTINE Incoming and outgoing letters, memoranda, and e-mail pertaining to the normal and routine administrative functions. Consists of correspondence providing general information and requests for information, referring inquiries elsewhere, forwarding materials, acknowledging incoming letters, making arrangements for routine meetings or other events, and similar matters of minor administrative character which contain no substantive information.</p>	Retain 3 years; destroy	
<p>3 CORRESPONDENCE: TRANSITORY Incoming and outgoing letters, memoranda, and e-mail that, while part of municipal business, are purely informational with a very short time-value. Examples include routine correspondence for which a record is needed only for a limited time, such as incoming or outgoing transmittal/cover messages that do not add information to that contained in the transmitted material ("enclosed please find ..."); routine questions and answers that require no administrative action, no policy decision, and no special compilation or research for reply ("our address is ...," "the deadline is ...," "please send 10 copies of ..."); thank-yous, acknowledgments, congratulations; information copies of correspondence on which no documented administrative action was taken.</p>	Retain for at least 30 days, then destroy if no longer needed for administrative purposes	

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULES

Schedule for: **GENERAL SCHEDULE** (Applies to all offices)

Record Series Title and Description	Retention and Disposition	Citation/Comments
4 CORRESPONDENCE: NON-RECORD The following materials are not records and may be destroyed/ deleted at any time, unless they become part of some official record as a result of special circumstances: correspondence and memoranda generated by another entity and kept by your office for reference purposes; unofficial employee activities (parties, softball games, etc.); internal office announcements (“Ms. Jones is here to see you,” “Joe Smith called,” “is this afternoon’s meeting still on?”); quasi-official notices (notices of holidays, charity appeals, etc.); junk mail; listserv messages, other than those you post in your official capacity.	Destroy/delete at will	
5 CORRESPONDENCE: READING FILES Copies of outgoing communications arranged chronologically and maintained for periodic review by staff; these copies are in addition to the copies kept in either the Program/Policy Correspondence or the Routine Correspondence files.	Retain until no longer needed; destroy	
6 CORRESPONDENCE: SUSPENSE/ TICKLER/ FOLLOW-UP FILES Files arranged in chronological order as a reminder that an action is required on a given date or that a reply to action has not been received and should be traced on a given day.	Incorporate into the Program/Policy Correspondence if appropriate. If not, destroy after action has been taken.	

# MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULES

Schedule for: **GENERAL SCHEDULE** (Applies to all offices)

Record Series Title and Description	Retention and Disposition	Citation/Comments
<p>7 HAZARD COMMUNICATION PROGRAM: EMPLOYEE EXPOSURE RECORDS</p> <p>An employee exposure record is a record containing any of the following kinds of information: environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent; biological monitoring results; material safety data sheets indicating that the material may pose a hazard to human health; or, in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent.</p> <p>a Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets</p> <p>b Material safety data sheets</p> <p>c Chemical inventory (or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent)</p> <p>d Biological monitoring results designated as exposure records by specific occupational safety and health standards</p>	<p>Retain at least 30 years; destroy</p> <p>a Retain 1 year, as long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, are retained for at least 30 years; destroy</p> <p>b Need not be retained for any specified period <i>as long as</i> some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy</p> <p>c Need not be retained for any specified period <i>as long as</i> some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy</p> <p>d Retain as required by the specific standard</p>	<p>29 CFR 1910.1020 (d) [formerly 1910.20], as adopted by the Montana Dept. of labor and Industry</p> <p>The form, manner, or process by which an employer preserves a record is not mandated <i>as long as</i> the information contained in the record is preserved and retrievable, except that chest X-ray films shall be preserved in their original state</p>

# MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULES

Schedule for: **GENERAL SCHEDULE** (Applies to all offices)

Record Series Title and Description	Retention and Disposition	Citation/Comments
<p>8 HAZARD COMMUNICATION PROGRAM: EMPLOYEE INFORMATION/TRAINING RECORDS</p> <p>a Information Employees shall be informed of: the requirements of this section; any operations in their work area where hazardous chemicals are present; and the location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and material safety data sheets.</p> <p>b Training Employee training shall include at least: methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area; the physical and health hazards of the chemicals in the work area; the measures employees can take to protect themselves from these hazards; and the details of the hazard communication program developed by the employer; the employer shall keep a record of the dates of training sessions given to employees and the names of the employees attending.</p>	<p>a Retain until superseded; destroy</p> <p>b Employee training records shall be placed in the employee's personnel file</p>	<p>29 CFR 1910.1200 (h) and 50-78-204 &amp; 305, M.C.A.</p>

# MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULES

Schedule for: **GENERAL SCHEDULE** (Applies to all offices)

Record Series Title and Description	Retention and Disposition	Citation/Comments
<p>9 HAZARD COMMUNICATION PROGRAM: EMPLOYEE MEDICAL RECORDS An employee medical record is a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician, including: medical and employment questionnaires or histories; the results of medical examinations; medical opinions, diagnoses, progress notes, and recommendations; first aid records; descriptions of treatments and prescriptions; and employee medical complaints.</p> <p>a Health insurance claims records maintained separately from the employer's medical program and its records.</p> <p>b First aid records (not including medical histories) of one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and the like which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, if made on-site by a non-physician and if maintained separately from the employer's medical program and its records.</p> <p>c Medical records of employees who have worked for less than 1 year for the employer.</p>	<p>Retain for at least the duration of employment plus 30 years; destroy</p> <p>a Need not be retained for any specified period</p> <p>b Need not be retained for any specified period</p> <p>c Need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment</p>	<p>29 CFR 1910.1020 (d) [formerly 1910.20], as adopted by the Montana Dept. of Labor and Industry</p>
<p>10 HAZARD COMMUNICATION PROGRAM: LABELS AND OTHER FORMS OF WARNING Employers shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged, or marked with the following information: identity of the hazardous chemical(s) contained therein, and appropriate hazard warnings. The employer may use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers.</p>	<p>Retain until superseded; destroy</p>	<p>29 CFR 1910.1200 (f) and 50-78-206, M.C.A.</p>

# MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULES

Schedule for: **GENERAL SCHEDULE** (Applies to all offices)

Record Series Title and Description	Retention and Disposition	Citation/Comments
<p>11 HAZARD COMMUNICATION PROGRAM: MATERIAL SAFETY DATA SHEETS (MSDS)</p> <p>Employers shall have a material safety data sheet in the workplace for each hazardous chemical which they use. It shall contain at least the following information: the identity used on the label; physical and chemical characteristics, the physical hazards, and the health hazards of the hazardous chemical; the primary route(s) of entry; any exposure limits; whether the hazardous chemical is a carcinogen or potential carcinogen; any generally applicable precautions and control measures; emergency and first aid procedures; date of preparation or update of the MSDS; and the name, address, and telephone number of the responsible party who can provide additional information. Each employer shall maintain a copy of any correspondence sent or received by the employer in an effort to obtain a material safety data sheet when none was provided by the chemical manufacturer or distributor.</p>	<p>Current sheets must be readily accessible; when no longer current the sheets themselves need not be retained for any specified period <i>as long as</i> some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy; (the correspondence, once the material safety data sheets are provided, may be retained per the Correspondence series)</p>	<p>29 CFR 1910.1200 (g) and 29 CFR 1910.1020 (d) [formerly 1910.20], and 50-78-203, M.C.A.</p> <p>May be kept in electronic form, microfiche, or other alternatives as long as no barriers to immediate employee access are created by such options</p>
<p>12 HAZARD COMMUNICATION PROGRAM: WORKPLACE CHEMICAL LIST</p> <p>Each employer shall compile and maintain a workplace chemical list which must contain the chemical name of each hazardous chemical in the workplace, cross-referenced to any generally used common name; the chemical abstracts service registry number, if available, must accompany all chemical names on the list; and the list must indicate the work area in which each hazardous chemical is normally stored or used.</p>	<p>Must be updated as necessary but not less than annually; destroy when superseded</p>	<p>50-78-202, M.C.A.</p>

# MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULES

Schedule for: **GENERAL SCHEDULE** (Applies to all offices)

Record Series Title and Description	Retention and Disposition	Citation/Comments
<p>13 HAZARD COMMUNICATION PROGRAM: WRITTEN HAZARD COMMUNICATION PROGRAM</p> <p>Employers shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria for labels and other forms of warning, material safety data sheets, and employee information and training will be met; includes a list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate material safety data sheet; includes the methods the employer will use to inform employees of the hazards of non-routine tasks and the hazards associated with chemicals contained in unlabeled pipes in their work areas.</p>	Retain until superseded; destroy	29 CFR 1910.1200 (e)
<p>14 MINUTES OF MEETINGS</p> <p>a Board/Committee/Commission</p> <p>b Staff and any other copies</p>	<p>a Permanent (one copy)</p> <p>b Retain until outdated; destroy</p>	May be microfilmed
<p>15 NON-RECORD MATERIALS</p> <p>Examples include copies of other documents retained only for convenience, outdated blank forms, routing slips which do not contain annotations of significance, catalogs, journals and other publications not produced by the organization, and stocks of the organization's publications and printed documents which have been superseded or updated. Personal correspondence kept at the office for convenience should be kept in a separate file.</p>	May be destroyed when no longer needed	
<p>16 REFERENCE FILES</p> <p>Copies of documents retained strictly for reference and informational purposes and are not part of the official files. These may include copies of reports, studies, special compilations of data, drawings, or other externally-generated publications for which the originating agency maintains the original "record" copy, periodicals, books, clippings, brochures, catalogs, trade journals, vendor price lists, extra copies of manuals, publications, etc.</p>	Review annually and destroy material of no further value	



# MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULES

Schedule for: **GENERAL SCHEDULE** (Applies to all offices)

Record Series Title and Description	Retention and Disposition	Citation/Comments
<p>17 SUBJECT FILES: ORGANIZATIONAL/ PROJECT</p> <p>Files arranged by subject, relating to projects, administrations, and procedures. May contain correspondence, formal memoranda, administrative directives, policy studies and reports, minutes and/or reports of special advisory committees and task forces, and similar records documenting the formulation and implementation of projects, policies, programs, operations of departments, fiscal or personnel matters, legislation and regulations.</p>	Permanent	<p>Select and retain documents of continuing administrative, fiscal, legal, or research value/use</p> <p>May be microfilmed</p>
<p>18 SUBJECT FILES: HOUSEKEEPING</p> <p>Records received by or created by the office and filed by subject which concern internal office procedures and DO NOT pertain to the performance of the mission functions of the office. Examples include routine correspondence, memoranda, publications, reports, administrative announcements, statements, documents concerning hours of duty, individual duties which do not have continuing applicability, documents concerning housekeeping activities such as participation in charitable affairs, emergency tests, office security, parking, safety, excess or obsolete forms, property inventory sheets, lists or directories, phone logs, clippings, etc.</p>	Review annually and destroy when no longer needed	
<p>19 TASK FORCE OR COMMITTEE FILES</p> <p>Records relating to the establishment, organization, membership, and policy of any task forces or committees for which the office is the presiding official or the logical keeper of the records. These records may include minutes, agenda of meetings, correspondence, policies, procedures, final reports, and other relevant supporting material.</p>	Permanent	May be microfilmed

## MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULES

Schedule for: **GENERAL SCHEDULE** (Applies to all offices)

Record Series Title and Description	Retention and Disposition	Citation/Comments
20 WORKING PAPERS/PROJECT FILES Project background records, studies, analyses, notes, preliminary drafts, interim reports, which have been summarized in a final report or other form. Does not include construction projects.	Final report: Permanent Working papers: Retain 1 year after final action is taken on project, unless no report is prepared, then keep permanently	